

Independent Living, Inc.  
Job Description – Direct Care Aide

Supervisor: Group Home Direct Care Aide = Group Home Manager  
Community Direct Care Aide = Waiver Coordinator

Positions Supervised: None

PHI Access: Restricted to consumers to whom you provide direct care

Wage Type: Non-Salary

Status: Group Home DCA: Non-Exempt/ Community DCA: Exempt

Qualifications:

1. High school diploma or GED equivalent preferred.
2. Valid Arkansas driver's license.
3. Reliable transportation and proof of auto liability insurance for the purpose of transporting consumers.
4. Current Arkansas Health Card (obtain within thirty days).
5. Current First Aid/CPR certification (obtain within thirty days).
6. Ability to lift up to 50 lbs.

General Responsibilities:

Assist consumers with acquiring the skills necessary to reside successfully in a home or community-based setting.

Specific Duties:

1. Comply with all practices set forth in ILI's Personnel Policies and Procedures Manual.
2. Adhere to the terms of ILI's Confidentiality Agreement for Workforce Members.
3. Approach all duties and responsibilities in a professional manner, i.e., dress appropriately, be punctual and dependable, maintain a positive attitude, follow the established chain of command, etc.
4. Train/assist consumer in accomplishing routine housekeeping tasks, meal/menu preparation, grocery shopping, grooming, bathing, etc.
5. Assist consumer with monitoring medical needs, including scheduling and transporting to medical appointments, filling prescriptions, and self-administration of medications.
6. Train/assist consumers in the areas of home safety, first aid, and emergency procedures, including the identification of and response to dangerous or life threatening situations.

7. Provide role-modeling behaviors for appearance and actions.
8. Train/assist consumer in the proper use of appliances or adaptive/ assistive devices as needed.
9. Train/assist consumer with personal finances, including budgeting, handling personal spending money, paying bills, etc.
10. Assist consumer in making decisions affecting living arrangements or life activities. Assist with moving, arranging for utilities, HUD, food stamps, etc.
11. Train/assist consumer with participation in general community activities and establishing and maintaining relationships with peers.
12. Transport and instruct the consumer regarding daily living and community skills in integrated settings such as shopping, church, sports, participation in clubs, community service classes.
13. Train/assist consumer in appropriate expressions of emotions or desires, compliance, assertiveness, acquisition of socially appropriate behaviors or reduction of inappropriate behaviors.
14. Attend interdisciplinary team meetings, and provide input for quarterly and annual reviews.
15. Complete data collection sheets and other forms as required.
16. Working safely is a condition of employment. Must wear protective equipment as job tasks require.
17. Other duties as assigned.

Note: Every effort has been made to make this job description as complete as possible. However, it in no way states or implies that these are the only duties that are required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment of the position.

Signatures:

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Direct Care Aide

Date

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Supervisor

Date

[Revised by ILI Board 03/15/2007]